

# ZONING & PLANNING COMMITTEE

May 7, 2013

## Minutes of May Regular Meeting

Vilas County Courthouse Conference Room #1

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**Agenda Item #1: Call to Order.** The Vice-Chairman calls the Zoning and Planning Committee Meeting to Order at 9:29 AM at the Vilas County Courthouse, Conference Room #1, 330 Court St, Eagle River, Wisconsin.

**Members Present:** Lorin Johnson, Vice-Chairman; Chuck Hayes; Kathleen Rushlow, Ralph Sitzberger.

**Others Present:** Dawn Schmidt, Zoning Administrator; Dianne Briggs, Town of Plum Lake.

**Agenda Item #2: Approve Agenda.** Motion by Chuck Hayes, seconded by Kathleen Rushlow, to approve the agenda in any order to be discussed by the Chair. All say aye, motion carried.

**Agenda Item #3: Approve 4/2/2013 Regular Monthly Meeting Minutes, Amended 3/11/2013 Lance Wirth CUP #1-2013 Public Hearing Minutes and Amended 3/11/2013 Vilas County CUP #2-2013 Public Hearing Minutes.** Motion by Kathleen Rushlow, seconded by Ralph Sitzberger, to approve the minutes with the required changes. All say aye, motion carried.

**Agenda Item #4: Zoning Office Staffing.** ZA Dawn Schmidt informs the committee that work volume is beginning to strain the office at current staffing levels, and asks to consider hiring another person before the summer busy season begins. Discussion regarding solutions for personnel issues in the Zoning Office, including the type of personnel that would be required to adequately help the Zoning Office. Discussion regarding the current activity levels in the Zoning Office, including activity that is not reflected in the permit numbers. Discussion regarding how the spring weather has affected the zoning permit numbers. Motion by Ralph Sitzberger, seconded by Kathleen Rushlow, to direct ZA Dawn Schmidt to draft a letter to the Vilas County Personnel Committee requesting a joint meeting on May 22, 2013 to discuss Zoning Office staffing levels, with a copy to be sent to the Human Resources Director. All say aye, motion carried.

**Agenda Item #5: Letters and Communications.** There are no letters or communications.

**Agenda Item #6: Review Statistics and Budget.** ZA Dawn Schmidt informs the Committee that permit numbers are down compared to April 2012 but that the downturn can be attributed to the weather. Discussion regarding the budgetary materials that are presented to the Committee. The Vice-Chairman signs the monthly financial reports.

**Agenda Item #7: Training and Out of County Travel.** There is no training or out of county travel.

**Agenda Item #8: Confirm May regular meeting location and date.** The June regular meeting will be held on Thursday, June 6, 2013 at 9:00 AM at the Presque Isle Community Center with an onsite for the Alternate Tree Cutting Plan to be conducted.

**Agenda Item #9: Adjournment.** Motion by Chuck Hayes, seconded by Lorin Johnson, to adjourn the meeting. All say aye, motion carried. The meeting is adjourned at 10:07 AM

*Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.*